

## BOARD OF COUNTY COMMISSIONERS OF BRADFORD COUNTY, FLORIDA

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### POSITION DESCRIPTION – MAINTENANCE – FULL-TIME CUSTODIAN

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#### MAJOR FUNCTIONS

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- Performing housekeeping, custodial and cleaning functions and assignments for all county facilities and premises.
  - Providing excellent customer service to members of the public and to county employees.
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#### DUTIES AND RESPONSIBILITIES

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Sweep, mop, buff and wax floors. Scrub toilets, countertops, walls, ceilings and windows. Clean and sanitizes restrooms; refill dispensers; stock supplies. Dust desks, furniture, window seals, pictures and other equipment/furniture. Polish mirrors and glass. Vacuum carpets. Empty and cleans all trash receptacles. Replenish soap, paper towels, toilet paper, etc. Stock supply closets. Report the need for equipment repairs. Secure premises, doors and windows. Picks up litter and sweeps along outside walk ways. Attend mandated in-service training & staff meetings. Performs other related duties directed. Maintain a pleasant disposition. Keep working area organized, clean and safe.

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#### KNOWLEDGE, ABILITIES, SKILLS AND REQUIREMENTS

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Successful applicants must submit to pre-employment background check and physical. Applicants must also possess a working knowledge of reading and writing skills, the ability to make decisions in accordance with Maintenance Department policies and procedures, the ability to perform work with limited supervision and the ability to establish and maintain effective working relationships with other employees.

Applicants must also possess working knowledge of cleaning practices and procedures as well as skills related to operating cleaning equipment and tools. Possess a valid Florida Drivers License. Applicants must adhere to the required dress code of the Maintenance Department. They must also have the ability to recognize and interpret safety warnings.

Finally, applicants must successfully complete training related to the supervision of inmates.

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#### WORK CONDITIONS AND PHYSICAL ENVIRONMENT

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Work requires occasional physical exertion and/or muscular strain and may be outdoors but will typically be indoors. Work may involve exposure to extreme heat and cold, rain, noise, strong odors, dust, pollen and possible toxic or caustic conditions. Must be able to regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

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Bradford County is an Equal Opportunity Employer. Reasonable accommodations will be made for otherwise qualified individuals, in consonance with the American's with Disabilities Act (ADA).